

## CHAPTER 2

### POSITION MANAGEMENT AND CLASSIFICATION

#### A. POLICY

1. Positions Management. Executive, managerial, and supervisory personnel at all levels of the Military Departments' Intelligence functions shall organize their work and that of their subordinates in the most efficient and economical manner to make optimum use of their human and fiscal resources. Systems are encouraged that provide direct relationship between management of personnel and management of budget or payroll costs at the lowest practicable management levels.

2. Position Classification. The CIPMS classification system shall provide equal grade for substantially equal work. Grade levels shall have a direct relationship to the level of difficulty and responsibility of the work performed and to the qualification requirements for the position.

#### B. STRUCTURE OF THE SYSTEM

1. Basic Structure. CIPMS uses the basic structure of the classification systems established under Title 5, U.S. Code, for General Schedule (GS) employees and prevailing rate employees in the Federal Wage System (FWS). However, 5 U.S.C. 5401 and 5 U.S.C. 7103(a)(10) and (11) for Merit Pay System designation and definitions are superseded by 10 U.S.C. 1590 in that CIPMS does not use the GM classification and pay system. The Military Departments may recommend to modify these systems to include a change in the pay plan designator with prior review and approval by ASD (FM&P).

2. Career Paths, Grade Bands, and Career Ladders. The CIPMS utilizes career paths, grade bands, and career ladders for GS positions.

a. A career path reflects the common career progression pattern of related groups of series or specialties. It provides a model and reflects the normal combination of grades into successive grade bands for the series or specialties associated with that path. Professional, Administrative, Technician, and Clerical career paths have been established. (See page B-21).

b. A grade band encompasses two or more consecutive grades that denote either a common level of difficulty, responsibility, and qualification requirements of work required or a common level of knowledge, skills, and abilities required to perform the work. Pre-Professional, Entry or Developmental, Full Performance, Expert, and Senior Expert grade bands are reflected in one or more of the four career paths. (See page B-21.) The grade bands within the four career paths have been established as a part of the CIPMS Primary Grading (Classification) Standard to promote comparability and equity in classification between and within the Departments and as a basis for establishing other personnel policies in such areas as merit promotion, performance management and career management.

c. A career ladder depicts progression through a range of grade bands for a specific covered occupation or specialty. Career ladders are specialized versions of career paths and may differ somewhat from the career path depicted in Appendix B. Career ladders are described in Part II of Occupational Guides. (See section D., below.)

#### C. GRADE DETERMINATIONS

1. General Schedule Grade Determinations. Positions included in the General Schedule shall be placed in grade levels by application of the CIPMS Primary Grading Standard for General Schedule Positions (Appendix B).

a. Additional guidance in Part II of CIPMS Occupational Guides supplements the CIPMS Primary Grading Standard as discussed in section D., below.

b. Implementation of the CIPMS Primary Grading Standard before development of an Occupational Guide is discretionary for each Department. Office of Personnel Management (OPM) classification standards and guides shall be applied until development of supplemental Occupational Guides and/or application of the CIPMS Primary Grading Standard. Military Department supplements to OPM Standards may be applied following a consistency and compliance review as determined by ASD (FM&P) .

2. FWS Grade Determinations. Existing grading tools shall be used to grade FWS positions unless replaced by a separate CIPMS standard or guide.

#### D. OCCUPATIONAL GUIDES

Occupational Guides supplement the CIPMS Primary Grading Standard by defining covered occupational series or specialties, establishing titles, describing occupational specialties or skill areas, or establishing career ladders for the specialties. Occupational Guides may describe specific occupational series (e.g., GS-132, GS-345, etc.) or specialties and functions crossing multiple series (e.g., intelligence production, information security, information support, etc.). The guides shall be published separately in two parts with Part I being mandatory for use by all the Military Departments. Part II is developed by individual Military Departments for their own use.

1. Part I. Part I shall define the series and/or coverage of the guide, prescribe official titles, establish the career path common to the covered occupation(s), and provide guidance, if required, on how to apply the CIPMS Primary Grading Standard. The OPM definitions of series and titling practices shall be used for both GS and FWS positions unless new or revised definitions and titles are developed and approved by ASD (FM&P). Part I of a guide may be proposed by any of the Military Departments but must be reviewed and approved by ASD (FM&P) before use.

2. Part II. Part II may describe functions and/or functional titles common to the occupation(s) within a Department and the typical assignment and skill levels of the occupation(s) by grade band within a career ladder. Part II may also include coding instructions to facilitate automation of classification decisions, model or standardized factor degree descriptions, standardized job descriptions, or other classification and position management guidance. Part II shall be provided to the other Military Departments for information. The content, format, and specificity are Military Department options, but adequate detail must be included to allow cross comparison with similar guides in the other Military Departments and consistency review.

#### E. EXECUTIVE-LEVEL POSITIONS

The Senior Executive Service provisions of Title 5, United States Code do not apply to positions meeting the coverage criteria for CIPMS. Appendix C provides criteria for senior managerial grade level determinations and establishes the basic outline of the Executive-Level program for CIPMS.

#### F. DUAL TRACK

The CIPMS Primary Grading Standard and supplementary Occupational Guides shall provide, within reasonable limits, for progression to the highest grade levels in the grade bands for both supervisory and/or managerial and nonsupervisory positions. This practice is commonly referred to as a "dual track" career ladder. Although not directly reflected in the career paths depicted on page B-21, supervisory and managerial positions may be depicted as an optional part of specific career ladders.

G. POSITION DESCRIPTIONS

A position or group of positions is officially established when a position description has been written and pay plan, title, series, and grade have been determined by an appropriate classification authority. Each Military Department shall specify the standard of adequacy for position descriptions and description forms or formats and the authority to classify positions. At a minimum, position descriptions must include major duties and responsibilities and sufficient information on each of the classification factors.

H. APPEALS AND COMPARABILITY

1. Appeals. Each Military Department shall establish a CIPMS classification appeals system. Systems shall define what may be appealed, the appellant levels, and the procedures for employees to follow. Final employee appeals shall be limited to the employee's Military Department. OPM shall have no jurisdiction over CIPMS classification appeals. Appeal decisions affecting the classification (title, series, grade) of a position classified under CIPMS procedures shall be provided to the Executive Secretary for distribution to the Military Departments and to ASD (FM&P) as appropriate.

2. Inter-Departmental Comparability. Any CIPMS Advisory Group member may request that the CIPMS Advisory Group considers issues of classification consistency or comparability between Military Departments. The Military Departments shall assist the CIPMS Advisory Group in resolving these matters. ASD (FM&P) may render classification decisions at either the request of the CIPMS Advisory Group or by its own initiative on individual positions or groups of positions. The Military Departments shall comply with these decisions.

3. Intra-Departmental Consistency. Each Military Department shall establish policies and procedures to ensure classification consistency among common series, specialties, and occupations.